

BOOK

STATE OF NEW HAMPSHIRE  
OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVATION  
CONCORD, NEW HAMPSHIRE 03301-5353

HAG-SP

15 February 1994

NEW HAMPSHIRE NATIONAL GUARD  
TECHNICIAN PERSONNEL REGULATION  
NUMBER 451

INCENTIVE AWARDS PROGRAM

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Supersedes NHNG TPR 451 dated 1 September 1989

NHNG TPR 451

1-1. GENERAL:

The National Guard Incentive Awards Program is a means by which supervisors may reward technician and military employees (both Army and Air) for creativity, achievement and performance. The program will be endorsed and vigorously supported by all levels of management. Awards will be based on merit and performance without regard to age, sex, race, color, religion, national origin, marital status or physical or mental handicap.

1-2. PURPOSE:

The purpose of this regulation is to provide local supplementation, policy and clarification to NGB TPR 451. Except as noted here NGB TPR 451 will be the primary reference and regulation governing all New Hampshire Incentive Award Program activities.

1-3. ACTIVE GUARD RESERVE:

Unit AGR members are covered in this regulation for Suggestions, Inventions, Letters of Commendation or Appreciation and Special Act or Service Awards. AGR members are not eligible for Quality Step Increases or Sustained Superior Performance Awards. Further guidance for awards to AGR members can be found in AF Regulation 35-9 and NGB 600-5.

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RESPONSIBILITIES

Specific responsibilities will be as stated in NGB TPR 451 with the following local supplements/policies:

2-1. THE ADJUTANT GENERAL.

The Adjutant General will appoint on orders a statewide Incentive Awards Committee. The Committee will consist of a Chairperson and, as a minimum, three Army Guard members, three Air Guard members and an alternate for each member. One of the members will be designated as Alternate Chairperson. The appointed committee chairmanship will be alternated between Army and Air and serve for a period of three years. The committee members appointed will be representative of Army and Air major commands, divisions, directorates and FTS functional areas and will provide for adequate training assistance and support to supervisors using the program. The Adjutant General will make final approval of all cash awards.

2-2. SPMO.

The Support Personnel Management Officer will appoint an Incentive Awards Program Manager and Executive Secretary. All nominations for awards will be sent to the SPMO office for administrative review prior to submission to The Adjutant General for final approval. The SPMO will insure that the program meets the regulatory and administrative requirements and criteria in NGB TPR 451.

2-3. SUPERVISORS.

a. Supervisors are responsible for initiating awards and completing the required documentation, attending any required training to become or remain competent, insuring administrative accuracy and timeliness of award nominations, determining what type of recognition will best motivate the individual to greater productivity by matching recognition to performance, e.g., granting a within grade pay increase, selecting for promotion, giving a cash award for special acts, recommending an SSP or QSI or granting an commendation or letter of appreciation.

b. Supervisors/approving authorities should exercise judgment and care in award recognition. Although there should be linkage between performance appraisal and performance recognition, this does not mean awards will be automatic for an individual who meets the basic eligibility. The sole criteria for a QSI or SSP cash award is documentation of performance of duties and responsibilities which clearly exceed the technician's assigned position requirements and standards. Ensure that nomination for awards meet the criteria listed in Appendices B and C, checklists for award completion.

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2-4. INCENTIVE AWARDS COMMITTEE.

The Incentive Awards Committee is responsible for publicity, education, program review, oversight and analysis.

The Committee Chairperson will ensure that committee members formally meet at least annually with functional area supervisors to review and publicize the program, educate supervisors on award nominations and offer their assistance and guidance. Conduct on a semi-annual basis a review and analysis of the Incentive Awards Program to ensure that:

a. Awards are given and utilized by all levels of management and functional areas based on merit and job performance.

b. Awards given meet the administrative and regulatory criteria outlined in NGB TPR 451.

c. An analysis and statistical review of the program is conducted annually with a written report submitted to the Adjutant General and SPMO by 1 September. The report will reflect as a minimum the following information:

1. Number, type and costs of awards by functional area.
2. Summary of the committees educational/public activities.
3. Program compliance with regulatory criteria.
4. Results of the committees semi-annual evaluation of the program's effectiveness.
5. Recommendations for improvement.

2-5. PROGRAM MANAGER AND EXECUTIVE SECRETARY.

The Program Manager and Executive Secretary will perform duties as outlined in NGB TPR 451 para 1-8 page 2.

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CASH AWARDS3-1. QUALITY STEP INCREASE (QSI)

Approved QSI's (one step) will be made in accordance with current pay schedules. SF 50 will be completed by the SPMO office and forwarded to the appropriate finance office (USPFO/157RLMS/ACF) with an effective date of the next pay period. Normally, technicians may only be awarded a QSI once every three years. Any exceptions must be warranted and justified by management. The SPMO may recommend an SSP award in lieu of a QSI. The SPMO is not authorized to recommend changing an SSP to a QSI.

3-2. SUSTAINED SUPERIOR PERFORMANCE. Sustained superior performance awards amounts will have a ceiling as indicated below:

<u>SALARY RANGE</u>	<u>OUTSTANDING CATEGORY</u> 90-100 Points Perf.App.	<u>EXCELLENT CATEGORY</u> 80-89 Points Perf.App.
\$42,100 and above	\$2225	\$1250
\$35,850 - \$42,100	\$2125	\$1200
\$29,600 - \$35,850	\$2025	\$1150
\$23,350 - \$29,600	\$1925	\$1100
0 - \$23,350	\$1825	\$1050

The supervisor or division chief must indicate on NGB Form 32, Section , the proposed sum to be awarded, not to exceed the ceilings indicated from the above table. See Sample NGB Form 32 attached.

Early awards may be given to those individuals receiving an SSP. Supervisors and managers should not request repetitive awards on a purely automatic basis, but should clearly show that the technician's performance is deserving of such recognition.

3-3. ON-THE-SPOT CASH AWARDS.

a. On-the-spot cash awards are special act or service awards authorized non-supervisory technicians; they are presentations designed to quickly recognize one-time, short-term efforts at the worksite by New Hampshire National Guard Technicians that result in service of exceptionally high quality or quantity.

b. Use of an on-the-spot cash award is particularly appropriate for rewarding technician efforts that might otherwise go unrecognized. Examples of these situations include instances where:

(1) A technician produces exceptional high quality work under tight deadlines.

(2) A technician performs added or emergency assignments in addition to his/her regular duties.

(3) A technician exhibits exceptional responsiveness in dealing with clients or colleagues.

(4) A technician demonstrates extraordinary initiative or creativity in addressing a critical need or difficult problem.

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c. An on-the-spot cash award should not be used when a money award of greater value would be merited from the Technician Incentive Awards Program (i.e., Sustained Superior Performance or Quality Salary Increases, etc.).

d. Eligibility: All New Hampshire National Guard non-supervisory Technicians (excepted/competitive) are eligible for on-the-spot cash awards. (Should an individual's status as a supervisor be in question, the SPMO will make the final determination of eligibility for receipt of an on-the-spot award). Eligible technicians will be granted no more than one on-the-spot award within a given calendar year.

e. Amount of on-the-spot awards: Within the New Hampshire National Guard, on-the-spot awards will be \$25.00.

f. Nominations: On-the-spot cash awards must be documented on a Standard Form 52B with justification in Part D. First line (immediate) supervisors are delegated the authority to grant on-the-spot cash awards, and will sign block 5 of the SF 52B. Second line supervisors will act as approving officials for on-the-spot cash awards and will sign block 6 of the SF 52B. The Army Chief of Staff and/or the Air Commander, as appropriate, will initial all requests for on-the-spot cash awards in the upper right corner of the SF 52B.

g. An SF 50 will be issued by SPMO as the authority of payment.

h. Method of Payment: Payment will be made in the next non-technician payroll cycle, following the issue of the SF 50.

### 3-4. TIME OFF AWARD.

a. Time off without charge to leave may be granted to all technicians for recognition of a special act/service or other personal effort that contributes to the quality, efficiency, or economy of Government operations.

b. Full-time technicians may be granted up to 40 hours off for a single contribution, but not more than 80 hours in a single leave year.

c. Part-time technicians may only be granted the number of hours they work in a one week period for a single action, but not more than the total hours worked in two weeks in a single leave year.

#### d. Award Hours.

1. Hours 1 - 8 = First line (immediate) supervisor is delegated the authority to grant up to the first eight hours per leave year.

2. Hours 9 - 24 = Second line supervisor is delegated authority to approve up to the first 24 hours per leave year.



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## APPENDIX A.

TYPES OF AWARDS AVAILABLEINCENTIVE AWARDWHO IS ELIGIBLEDESCRIPTIONREQUIREMENTS THAT MUST BE MET  
AND REFERENCE

## Suggestions

All technicians,  
Guard personnel,  
and Active Guard  
Reserve.

Cash award from \$25 to \$10,000.  
The amount is in proportion to  
the benefits realized by the  
Government.

The suggestion must be outside the  
suggestor's job responsibilities or,  
if within them, so superior that it  
warrants special recognition and must  
not concern employee services or  
benefits, working conditions, or house-  
keeping. Submitted on NGB Form 6 to  
SPMO through chain of command. Refer  
to pages 4 through 7 NGB TPR 451 and  
Appendix F of this publication.

## Inventions

All technicians, Guard  
Personnel, and Active  
Guard Reserve.

Cash award up to \$100 in addition  
to any award that might have been  
paid for a suggestion; \$300 when  
a group invention.

Must be a new and useful process,  
machine or other item that may be  
patentable. Committee sends directly  
to NGB-ARC-M for review by Judge  
Advocate General.

Sustained Superior  
Performance (SSP)

Military and Civilian  
Technicians.

Cash award based on salary and  
performance rating. See "amount  
of awards" on page 8.

Individual performance which exceeded  
normal requirements and was sustained  
over a significant period. The  
employee's most recent performance  
appraisal must support the conclusion  
that overall performance substantially  
exceeded the fully satisfactory level  
and performance of all critical  
elements was at least fully satis-  
factory or the agency equivalent. Sub-  
mitted on NGB Form 430 (T) and Perfor-  
mance Appraisal, NGB Form 430-1 (T).  
See checklist attached at Appendix C  
of this publication.



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APPENDIX A.

TYPES OF AWARDS AVAILABLE

INCENTIVE AWARD	WHO IS ELIGIBLE	DESCRIPTION	REQUIREMENTS THAT MUST BE MET AND REFERENCE
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Quality Step Increase	Military and Civilian Technicians.	An additional within-grade increase which raises the employee's salary.	High quality performance, above that normally found in the type of position concerned, sustained over a period of service in the job upon which the conclusion is based.
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The employee's most recent performance appraisal must support the conclusion that overall performance was at the outstanding level and all critical elements were rated outstanding. Performance must have been sustained at this level for a sufficient time that it is considered characteristic of the individual's performance. The employee must be expected to remain in the same position at the same grade level for at least 60 days so that performance can be expected to continue at the same level. See checklist attached at Appendix B of this publication.

Time Off Award

All military and civilian technicians

Full-time technicians may be granted, without charge to leave, up to 40 hours off for a single contribution, but not more than 80 hours in a single leave year. Part-time technicians may only be granted the number of hours they work in a one week period for a single action, but not more than the total hours worked in two weeks in a single leave year.

Recognition of a special act or service or other personal effort that contributes to the quality, efficiency, or economy of Government operations. Award of Time Off must be documented on a SF 52B with a justification in Part D. Time Off awards must be used in the calendar year they were received. See paragraph 3-4, this publication.

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APPENDIX A.

TYPES OF AWARDS AVAILABLE

INCENTIVE AWARD

WHO IS ELIGIBLE

DESCRIPTION

REQUIREMENTS THAT MUST BE MET  
AND REFERENCE

On-the-Spot  
Cash Award

Military and civilian  
technicians, excluding  
General Merit and  
Supervisory personnel

Technicians may be awarded  
a net sum of \$25.00, once  
during a calendar year.

On-the-spot cash awards are special  
act or service awards authorized non-  
supervisory technicians; they are  
presentations designed to quickly  
recognize one-time, short-term  
efforts at the worksite by New  
Hampshire National Guard Technicians  
that result in service of excep-  
tionally high quality or quantity.  
Nominations: On-the-spot cash  
awards must be documented on a  
Standard Form 52B with justification  
in Part D. First line (immediate)  
supervisors are delegated the author-  
ity to grant on-the-spot cash awards,  
and will sign block 5 of the SF 52B.  
Second line supervisors will act as  
approving officials for on-the-spot  
cash awards and will sign block 6 of  
the SF 52B. The Army Chief of Staff  
and/or the Air Commander, as appro-  
priate, will initial all requests for  
on-the-spot cash awards in the upper  
right corner of the SF 52B. An SF 50  
will then be issued by SPMO as the  
authority for payment.

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## APPENDIX A.

TYPES OF AWARDS AVAILABLEINCENTIVE AWARDWHO IS ELIGIBLEDESCRIPTIONREQUIREMENTS THAT MUST BE MET  
AND REFERENCESpecial Achievement  
Award - For Special  
Act or ServiceAll Federal employees,  
individuals or groups,  
Guard personnel and  
Active Guard Reserve.

Cash award for \$25 to \$10,000. The amount is in proportion to the benefits realized by the Government. Generally, measurable benefits to the Government must be at least \$250 or have tangible benefits of comparable value.

Performance that has exceeded job requirements as a one-time occurrence (e.g., overcoming unusual difficulties on a particular project or assignment or exemplary or courageous handling of an emergency situation related to official employment). Supervisor submits NGB Form 32 to Chief of Staff/Air Commander within 20 calendar days. Attached narrative describes reasons for award nomination. \*AGR personnel are eligible for awards for scientific achievement only.

Length of Service  
Award

All Technicians

Plaque or pin and  
certificate.

Complete 10 years service. May be presented in five-year increments thereafter. SPMO initiates, procures, and prepares award. Awards and commendation certificates are to be presented by the supervisor to individuals at appropriate ceremonies.

Letter of Commenda-  
tion or appreciation.All Technicians,  
Guard Personnel and  
Active Guard Reserve.

Letters of appreciation or commendation may be granted by supervisors for specific instances of above-standard performance or work achievements by an individual technician or a group of technicians that warrant special recognition but does not meet the criteria for a special type award (i.e., an adopted suggestion that did not meet the eligibility requirement for a cash award).

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APPENDIX B. CRITERIA FOR QUALITY SALARY INCREASECHECKLIST FOR QUALITY STEP INCREASE

1. Has the technician demonstrated "High Quality Performance" for a minimum period of 12 months in the same job and grade level?  
\_\_\_\_ YES \_\_\_\_ NO
2. Is the performance appraisal submitted as justification not more than 60 days old and does it cover a minimum period of 12 months?  
\_\_\_\_ YES \_\_\_\_ NO
3. Was the technician's performance at the outstanding level with a minimum of 90 performance rating points, with at least 50% of the critical job elements rated at the outstanding level? \_\_\_\_ YES \_\_\_\_ NO
4. Has the supervisor indicated "High Quality Performance" is expected to continue at the same level of effectiveness? \_\_\_\_ YES \_\_\_\_ NO
5. No promotion within the last 4 months or pending promotion? \_\_\_\_ YES  
\_\_\_\_ NO
6. The QSI is not based on any period which served as the basis for a previous cash award?  
\_\_\_\_ YES \_\_\_\_ NO
7. No QSI has been awarded within the past three years? \_\_\_\_ YES  
\_\_\_\_ NO
8. If this is a successive QSI, is there specific evidence of increased quality of performance above and beyond that which justified the previous award?  
\_\_\_\_ YES \_\_\_\_ NO
9. Does the technician's performance and service significantly exceed high quality job performance by other GS technicians and supervisors?  
\_\_\_\_ YES \_\_\_\_ NO

NOTE: SPMO may recommend changing QSI to SSP if QSI is not justified but SSP is.

ITEMS REQUIRED TO BE SUBMITTED FOR QUALITY STEP INCREASE

1. Completed NGB Form 32 must be submitted to the SPMO after completion of the period of service to be recognized.
2. Completed Performance Appraisal (NGB Form 430-1(T) must be submitted with the Recommendation for Incentive Award (NGB Form 32).
3. Copy of Performance Standards NGB Form 430(T).
4. Forward to SPMO Office Attn: Incentive Awards Program Manager.

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APPENDIX C. CRITERIA FOR SUSTAINED SUPERIOR PERFORMANCECHECKLIST FOR SUSTAINED SUPERIOR PERFORMANCE

1. Is the most recent performance appraisal at the excellent or higher level with a minimum of 80 performance rating points?  
\_\_\_\_ YES \_\_\_\_ NO
2. Is the Sustained Superior Performance for a minimum of six months in the same job and grade level?  
\_\_\_\_ YES \_\_\_\_ NO
3. No promotion within the last 4 months or pending promotion?  
\_\_\_\_ YES \_\_\_\_ NO
4. Has the nomination been submitted within 60 days after completion of the period of service to be recognized?  
\_\_\_\_ YES \_\_\_\_ NO
5. Does the performance appraisal cover a minimum period of 120 days?  
\_\_\_\_ YES \_\_\_\_ NO
6. Does the performance appraisal show "significant and superior performance of duties and responsibilities which clearly exceed the technician's assigned position requirements"? Does the narrative support the rating period assigned?  
\_\_\_\_ YES \_\_\_\_ NO

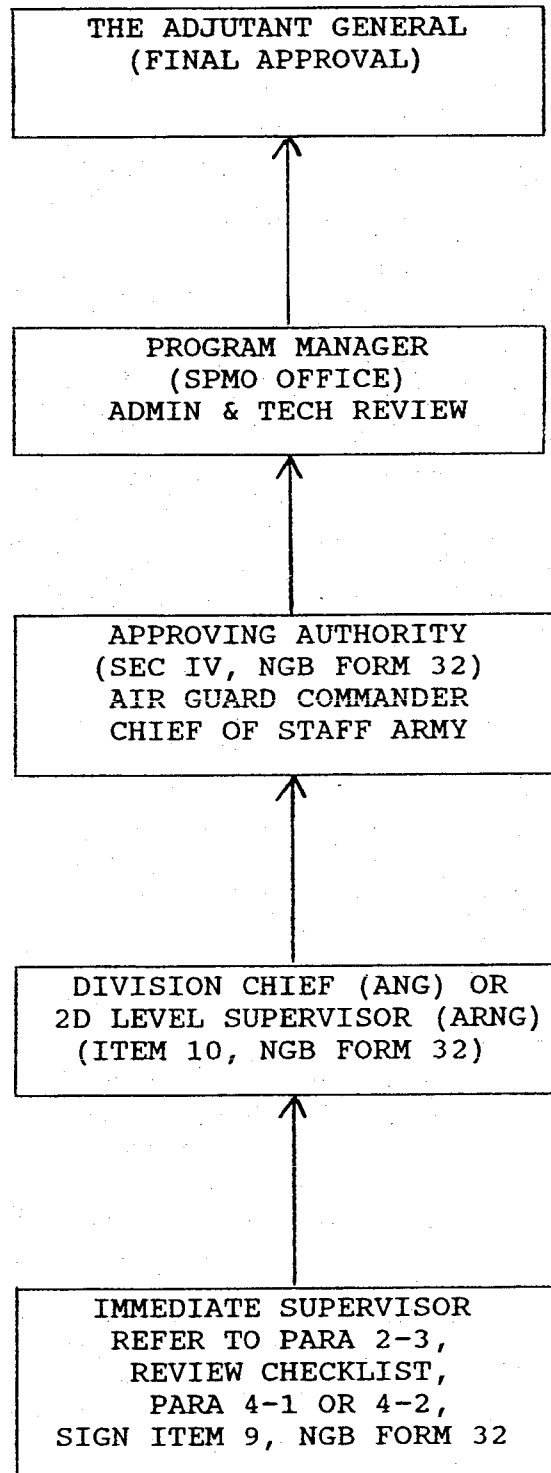
ITEMS REQUIRED TO BE SUBMITTED FOR SUSTAINED SUPERIOR PERFORMANCE

1. Completed NGB Form 32 must be submitted to the SPMO after completion of the period of service to be recognized.
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3. Copy of Performance Standards NGB Form 430(T).

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE					DATE	
<b>I. (TO BE COMPLETED BY OPERATING OFFICES)</b>						
1. TYPE OF RECOGNITION RECOMMENDED SSI OR QSI OR SPECIAL ACT OR SERVICE			NOTE: USE NGB FORM 6 FOR SUGGESTIONS (ENTER SUGGESTED AMOUNT OF AWARD NOT TO EXCEED LIMITS ON PAGE 4 OF THIS REGULATION)			
<b>2. BASIS FOR RECOMMENDATION</b> (See reverse under 'Evidence of Superior or Outstanding Achievement')						
<input checked="" type="checkbox"/> SUPERIOR PERFORMANCE	PERIOD ENTER AWARD PERIOD	<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE			
3. LAST NAME-FIRST NAME-MIDDLE INITIAL (Mr., Mrs., Miss)  ENTER NAME OF NOMINEE AND MILITARY GRADE			4. PRESENT POSITION TITLE, GRADE, STEP AND SALARY  ENTER CURRENT INFORMATION OF NOMINEE			
5. COMMAND, INSTALLATION AND LOCATION  ENTER UNIT OR COMMAND AS APPROPRIATE ADDRESS			6. ORGANIZATION  ENTER COMMAND AND ADDRESS			
7. POSITION TITLE, GRADE AND SALARY DURING PERIOD OF RECOMMENDATION (If other than item 4)  ENTER NONE OR SAME			8. HOME ADDRESS (Include zip code)  ENTER HOME ADDRESS OF THE NOMINEE			
9. SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR (Tel. ext)  SUPERVISOR MUST SIGN THIS BLOCK			10. SIGNATURE AND TITLE OF APPROVING OPERATING OFFICIAL DIVISION CHIEF (ANG) OR 2D LEVEL SUPERVISOR (ARNG) SIGNATURE AND INFO.			
<b>II. (TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE)</b>						
TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED (except length of service)  SPMO COMPLETES						
<b>III. (TO BE COMPLETED BY LOCAL AWARDS COMMITTEE)</b>						
11. RECOMMEND APPROVAL OF FOLLOWING AWARD(S)		<input type="checkbox"/> CASH	TOTAL AMOUNT	INITIAL	ADDITIONAL	
OTHER						
<input type="checkbox"/> INTANGIBLE BENEFITS		<input type="checkbox"/> TANGIBLE SAVINGS		ESTIMATED FIRST YEAR SAVINGS		
12. <input type="checkbox"/> DISAPPROVED <sup>1</sup>		SIGNATURE AND TITLE			DATE	
<b>IV. (TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY)</b>						
APPROVING AUTHORITY	ACTION		ADDITIONAL CASH AWARD		SIGNATURE AND TITLE	DATE
	APPR	DISAP <sup>1</sup>	APPROVED	RECOMMEND		
LOCAL COMMANDER	THIS	BLOCK	MUST BE COMPLETED AND SIGNED BY THE AIR COMMANDER (ANG) OR THE CHIEF OF STAFF (ARMY)			
STATE AWARDS COMMITTEE						
ADJUTANT GENERAL					ADJUTANT GENERAL	
NGB INCENTIVE AWARDS BOARD						
<b>(NOTICE TO EMPLOYEE)</b>						
UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS OR ASSIGNS.						
1 Attach explanation						

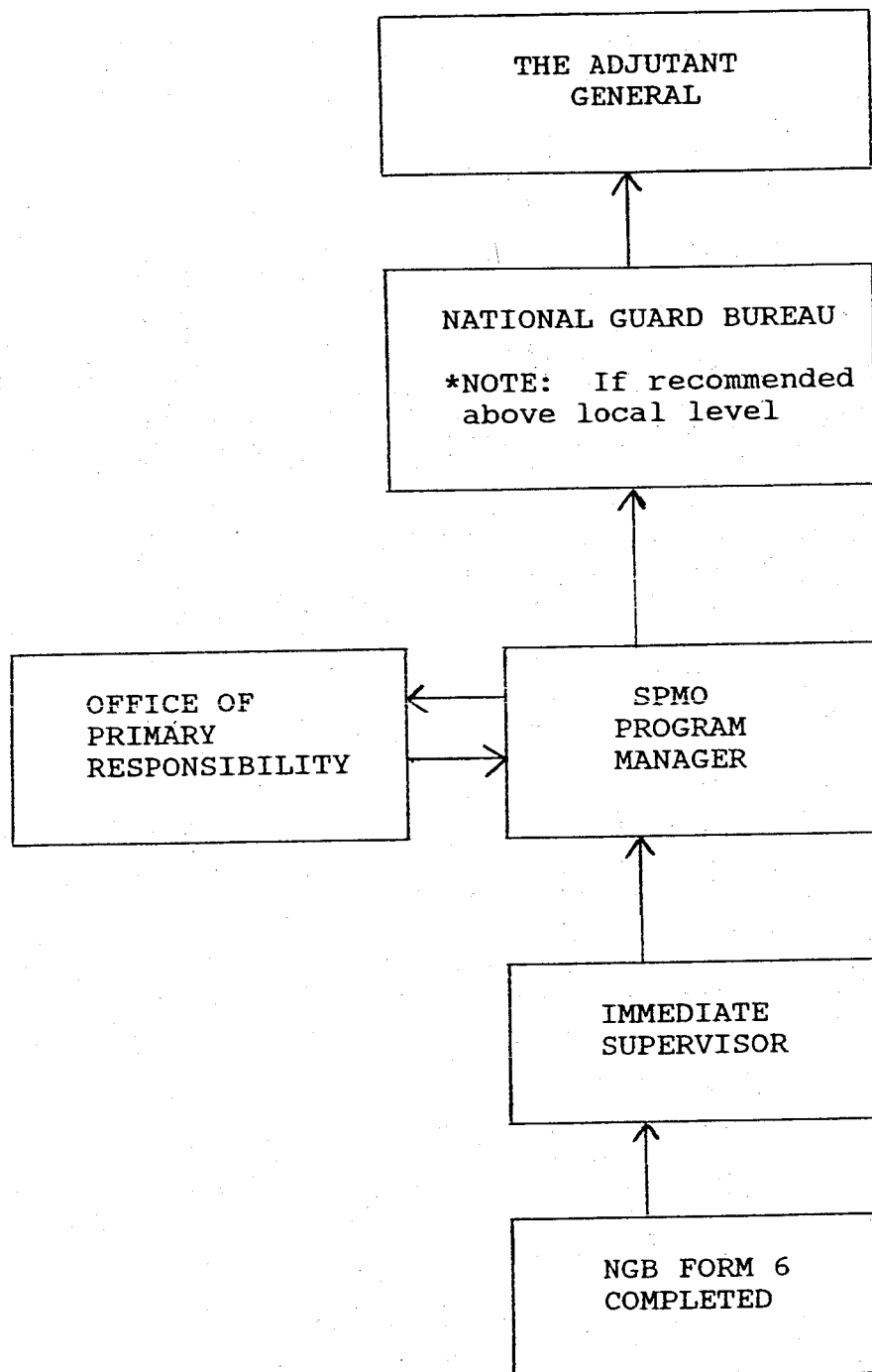
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APPENDIX E. FLOW CHART FOR SUSTAINED SUPERIOR PERFORMANCE AND QUALITY SALARY INCREASE.



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APPENDIX F. FLOW CHART FOR SUGGESTIONS (ARMY AND AIR)







DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

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451  
Policy

NGB-HRL

30 March 1999

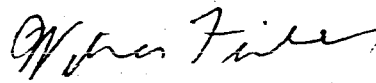
MEMORANDUM FOR THE HUMAN RESOURCE OFFICERS OF ALL STATES,  
PUERTO RICO, THE VIRGIN ISLANDS AND THE  
DISTRICT OF COLUMBIA

SUBJECT: Time Off Awards

1. Policy for Time-Off Awards is described in paragraph 6(e) of TPR 451 dated 15 Dec 98. There is no prohibition on technicians using a time off award during a period of military duty. Previous guidance is rescinded. However, awards should not be granted specifically for the purpose of excusing technicians so that they may perform military duty.

2. If you have any question, please contact Derek Day at DSN 327-5981/COMM (703) 607-5981.

Encls  
as

  
WILSON FISHER  
Chief, Labor and Employee  
Relations Division  
Human Resource Directorate

CF:  
NGB-HR-EC  
NGB-HR-WC